



CODE ENFORCEMENT OFFICER I/II

The City of Fremont is looking for a Code Enforcement Officer. Based on experience, we will hire the right candidate at either the I or II level to help maintain Fremont's community.



The deadline for applications is:
Noon on October 30, 2014

ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.



[Fremont Budget](#)

[Think Fremont!](#)

THE VISION

The City of Fremont has branded itself as strategically urban and as the Advanced Manufacturing Hub in Silicon Valley. Now, the City is in the midst of developing Downtown and Warm Springs Innovation District as well as developing land use policies and programs that will promote thoughtful and sustainable development that will lead Fremont into the future. The Code Enforcement Officer I/II responds to citizen complaints and proactively seeks out violations of the Fremont Municipal Code to preserve community health, safety, and quality of life and help maintain the Fremont community a great place to live, work, and play.

WHAT A TYPICAL DAY IS LIKE FOR OUR CODE ENFORCEMENT OFFICERS

- Receive complaints of violations of City codes and ordinances for residential, commercial and industrial property.
- Review and research case files, code manuals, zoning, general plan, tract maps and other documentation relating to property involved in complaints.
- Conduct interviews, field investigations and site inspections.
- Determine compliance requirements.
- Explain violations and compliance options.
- Issue Warning Notices, Administrative Citations and Notices to Appear.
- Assist in processing of abatement orders.
- Review planning applications for enforceability of variances and use permit conditions.
- Prepare written reports and legal documents using a computer.
- Prepare case information for and present evidence at appeal hearings and other legal proceedings.
- Act as advocate in appeal hearings, calling and examining witnesses and presenting summary arguments.

THE IDEAL CANDIDATE FOR THIS JOB WILL TYPICALLY HAVE:

- Two years of related undergraduate course work.
- One year of experience in enforcement for the I level and two years of experience for the II level.

WHAT WE ARE LOOKING FOR IN A CANDIDATE:

The City is searching for a self-motivated individual to join our team. Candidates must have strong customer service skills and well-developed knowledge of the State and local codes and ordinances related to the use, maintenance, safety and legality of land, structures, and activities. The successful candidate will have strong analytical thinking, problem solving, compliance review skills, interpersonal and written/verbal communication skills, and the ability to conduct investigation and collect evidence.

COMPENSATION & BENEFITS

The annual salary is \$60,003— \$81,895 depending on qualifications and level hired into. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This position is represented by the FACE bargaining unit and has a six month probationary period.



READY TO APPLY?

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our on line application system: www.fremont.gov/cityjobs

The test process for this position may include a written and/or performance exam, an individual and/or panel interview and, a fingerprint check and reference check. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. The City of Fremont is an Equal Opportunity Employer.

Tentative Recruitment Schedule

First Review: October 30, 2014—Noon

Oral Interviews : November 13, 2014

Follow-up Interviews: Week of November 17, 2014

14CD05

HUMAN RESOURCES DEPARTMENT

City of Fremont

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Fremont

